

U.S. GOVERNMENT PRINTING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Litigation Copying
(Including color copying)**

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Federal agencies in the Denver, Colorado, area

Multiple Award

NOTICE TO BIDDERS: The term of this contract is for one year **and up to four option years** beginning September 1, 2000. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**", "**LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS**", and "**NOTIFICATION**".

The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this provision. The total duration of this contract, including the exercise of any options under this clause shall not exceed five years.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Denver, Colorado time, on August 24, 2000.

NOTICE: All product tolerances will be evaluated to the specified inch/pound requirements. The corresponding metric measurements indicated are for informational purposes only. At a future date metric measurements will be used exclusively in all specifications.

NOTE: These specifications have been revised EXTENSIVELY and require EXTREMELY SHORT production schedules.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this agreement will be located within **16 kilometers (10-miles) of the Federal Office Building/U.S. Court House in downtown Denver, Colorado**. Any participant intending to use production facilities outside this area should furnish information with their materials which will demonstrate their ability to meet our schedule requirements.

IMPORTANT NOTICE: Bidders **MUST demonstrate professional competence and experience in the specialized area of litigation printing (i.e. copying/duplicating as defined on page 2 of these specifications)**. The government will inspect the facilities of bidders before award.

For information of a technical nature call (303) 236-5292 (no collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any agreement which results from this solicitation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels & standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exception -- Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 400 dpi, or finer, color copier.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.	

COPYING DEFINED: For the purpose of this agreement, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, thermal, or other copying processes without the necessity of intermediate plates or masters.

LITIGATION COPYING DEFINED: Litigation copying consists of the copying of printed materials related to on-going legal proceedings and processes. In addition to the handling of the furnished and new material, including its disassembly, reassembly, binding (rebinding), and labeling as ordered, there is the requirement for the absolute protection of, and accounting for, the materials against damage, loss, and/or dissemination to unauthorized personnel.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Bidders are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid the bidder certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a

matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will the prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from September 1, 2000 to August 31, 2001. Each additional period shall extend from Septemberst of the subject year to August 31st of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted "**Consumer Price Index For All Urban Consumers - Commodities less Food**" (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one year periods as defined heretofore, provided that such notice is given by the date specified in the "**NOTIFICATION**" clause, and is given in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first unless and until notification is given in writing by the Contracting Officer of an increase in availability of funds and that the option year(s) is exercised in accordance with the first paragraph of this clause. If so notified, the contractor's obligation shall be increased only to the extent contract performance is required for the additional program year for which funds have been made available.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

NOTIFICATION: The contractor will be notified on or before July 1st of availability or nonavailability of funds and of the Contracting Officer's decision to exercise the option for a subsequent period.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "**Print Order**" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2005. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of the contract at the time the Government deposits the order in the mail.

QUANTITIES: This agreement is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**".

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if

the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "**ORDERING**" clause of this contract.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/procurement/gpo3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: Before any vouchers/invoices will be accepted for payment by the GPO, an itemized statement for each order **MUST** be submitted to the **ordering agency** for examination and certification as to the accuracy of the billings, as applicable to the work performed at the time of delivery. This certification by the ordering agency will suffice in lieu of submitting a completed sample and/or delivery receipts with the contractor's voucher/invoice.

After examination and certification by the ordering agency vouchers/invoices **MUST** be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW., Washington, D.C. 20401** for payment.

OPTIONAL PAYMENT PROCEDURE: The Government Printing Office (at its option and by written notice) may utilize the following procedure. Vouchers/invoices for the work will be sent to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. This certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice. After certification by the ordering agency, a copy of the approved voucher/invoice is to be submitted to the Denver RPPO immediately via fax (303) 236-5304 to: **ATTN: Kathy Ehler or Stan French, M/F Credit Card Entry/Program 2810-M (R-1)**. Failure by the contractor to fax the certified voucher/invoice to the Denver RPPO may result in the contractor not being paid in a timely fashion.

SUBMISSION OF BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted direct to GPO offices will not be considered.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of small quantity copying services of litigation materials requiring such operations as pick up, disassembly, suitable black and full-color copying/reproduction, reassembly, binding, scanning of originals to CD-ROM, packing, and delivery with very short notice with very short time requirements.

TITLE: Litigation copying.

FREQUENCY OF ORDERS: Approximately one to ten orders per month placed by various agencies. For the tab dividers it is anticipated that from 0-2 items will be placed per month.

QUANTITY: One to 100 copies. It is anticipated that most orders will be for far less than 100 copies. The nature of litigation work is for very small quantities with many orders only requiring one copy of all items furnished. Most orders for transparencies will be for a single set. For tab dividers approximately 5 to 100 sets per item with most items in the range of 10 - 20 sets with 3 - 20 tabs per set in banks of 3 - 7 (most of these requirements will be for 3rd or 5th cut).

GOVERNMENT TO FURNISH: The camera copy to be reproduced at various focuses, full color transparencies, and print orders. The camera copy will consist of a wide range of materials, some of which are **not** suitable for automatic feeder operations on duplicating equipment. Occasionally electronic media will be furnished.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications.

Copying operations by the contractor will consist of one or any combination of the following levels of handling:

- **AUTOFEED MATERIALS:** Consecutive unbound originals printed face only or face and back only, and which do **NOT** require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **LIGHT INTERVENTION:** 25 or more consecutive pages of loosely bound originals printed face only or face and back only suitable for automatic feed; image quality of originals such as to permit automatic exposure adjustment by copying equipment; and which do **NOT** require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **MEDIUM INTERVENTION:** 10 or more consecutive pages of loosely bound originals printed face only and/or face and back suitable for automatic feed; letter and legal size originals; manual exposure adjustments; copying of tabs and/or file folders; or which may require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **HEAVY INTERVENTION:** Small groups of consecutive pages, including pages marked (with "post it" or similar notes) for special handling, printed face only and/or face and back suitable for automatic feed; of various sized material up to legal size including odd shaped items such as envelopes, receipts, and so on that permit automatic feeding on copying equipment; extensive manual exposure adjustments to assure readable reproductions; and/or may require the frequent change of focus (reduction/enlargement), paper color, and/or paper size.
- **GLASS PLACEMENT:** Highest level of contractor intervention requiring the hand placement of copy on copier glass. Frequently involves extensive handling of copy prior to and following copying, and special effort by the operator to achieve optimum copy reproduction quality.

COPYING/DUPLICATING:

- Reproduce face only or face and back in black; and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications.
- Divider tabs will reproduce face only and face and back in black ink only (in addition an **occasional** order will have face only **body** copy in black ink only) and may be Xerox 5090 or 5390 or equal. Also see tab dividers as follows.

COLOR COPYING: Color copying of 216 x 279 mm (8½ x 11") or 432 x 279 mm (17 x 11") leaves will be face only or face and back; head to head or head to foot, as indicated on the print order.

TRANSPARENCIES: Clear transparencies 216 x 279 mm (8-1/2 x 11"). Black only or full color (either diazo or electrostatic - at the contractor's option).

Other operations anticipated under this term contract are:

- Oversize black and/or full-color maps/drawings - Over 432 x 279 mm (17 x 11") up to 914 x 2 742 mm (36 x 108").
- Bates Labeling (generation and application of pressure sensitive labels).
- Furnishing die cut tab dividers (stock and custom).
- Scanning furnished documents and transfer to CD-ROM.
- Replication of video (VHS) tapes.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 11**" dated February 1999. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade.

Stock provided by the contractor will be from the following list:

- White Offset Book, grammage 75 g/m² (basis weight 25 x 38", 50 lbs. per 500 sheets) equal to JCP Code A60,
or at contractor's option -
- White Bond, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code 10,
or at contractor's option -
- White Plain Copier, Xerographic, and grammage 75 – 90 g/m² (basis weight 17 x 22", 20 - 24 lbs. per 500 sheets) equal to JCP Code O-60.
- White, Buff, Green, Blue, Pink, Goldenrod, Tan, Salmon, & Yellow Writing, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code D10.
- White and Colored Vellum Finish Cover, grammage 175 g/m² (basis weight 20 x 26", 65 lbs. per 500 sheets) equal to JCP Code L20.
- White and Colored Index, grammage 165 g/m² (basis weight 25½ x 30½"), 90 lbs. per 500 sheets) equal to JCP Code K10. Note: The contractor **at their option** may furnish 110 lb. Index.

OTHER ITEMS:

- Blacklines/Bluelines: White diazo sensitive paper, Type 1, Style 1, Class 2 equal to Federal Specification UU-P-221B dated 12-26-72 and any amendments thereto.
- Transparencies: Clear film acetate (polyester, or similar) suitable for overhead transparencies.
- Clear mylar, vinyl, or acetate of approx. 10 mil which is to provide protection for cover sheets for the manuals.

NOTE: The successful contractor is to provide the agency with samples of available colored text stock immediately upon award of the contract.

MARGINS: Approximate to the original copy.

PACKING: Pack in shipping containers. Each shipping container must not exceed 20 kg (45 pounds) when fully packed.

BINDING: Various binding operations not limited to the following will be ordered:

- Stitching/stapling: Wire stitch/staple in upper left corner or wire stitch/staple in two places on the 279 mm (11") left.
- Coil binding: Plastic coil binding may be required.
- Acco binding: ACCO binding may be required.
- Wire binding: Wire binding may be required.
- Plastic comb binding: Plastic comb binding may be required.
- Tape binding: Tape binding may be required.
- Velo binding: Punch suitably and bind text and cover with black plastic tamper-resistant strips (Velo binding or equal).
- Punch suitable for plastic comb binding), wire binding, ACCO binding, coil binding, or velo binding. The contractor is to furnish the styles above in suitable colors of a suitable capacity.
- Folding: 432 x 279 mm (17 x 11") foldins will fold with one parallel fold to 216 x 279 mm (8½ x 11") or with two parallel accordion folds to 216 x 279 mm (8½ x 11") (if the foldin is part of a larger publication). Gather foldins at the end of the text or inserted throughout text. On occasion two angle folds to 93 x 216 mm (3-2/3 x 8½") may be required.
- Sheet Laminating: Orders may require that the product be laminated face and back after printing with polypropylene, polyesters (such as polyethylene terephthalate), vinyl or cellulose acetate, having a thickness in the range of 5 mil to 10 mil.
- Furnished Pages: The ordering agency may furnish preprinted pages which will be inserted throughout the text; however, it is anticipated that some orders will have preprinted material furnished (hand collating charges will apply).
- Padding - An occasional order will require padding along the top. Gum and crash or any suitable padding compound may be used. Back with .51 mm (0.020") chipboard, newsboard, or equal.
- Inserting/Sealing: When so indicated, items will require insertion into a furnished envelope which is to then be sealed shut suitable for mailing.
- Tab Dividers: Orders may require 1/5th cut (or other various cuts) on the 279 mm (11") side Xerox 5090 or 5390 (or equal) tab dividers (printed or unprinted). Overall tab dividers shall be 229 x 279 mm (9 x 11") sheets including tab extension. Composition services may be required for the tab dividers. See "**COMPOSITION**" below. Custom tab dividers may also be required.
- Producing pressure sensitive labels with various quantities up on a 8-1/2 x 11" sheet.
- Scoring/Perforating - When so indicated, forms will be scored and/or perforated with a continuous slit or slot type perforation.

- Drilling: May be required with 6, 8, or 10 mm (1/4", 5/16", or 3/8") round holes. The size and number of holes required will be indicated on the order. It is anticipated that most orders will be for 3 holes, 6 mm (1/4") diameter, 108 mm (4 1/4") center to center, 10 mm (3/8") from the 279 mm (11") left edge.
- and other forms of binding inherent to litigation printing. The contractor is to provide all binding materials.

Note: Due to the extensive requirements of litigation services all contractors are requested to submit copies of price lists of additional services furnished. These price lists and/or other prices submitted will be used as a guide to establish prices to be paid for additional services not included or anticipated in this solicitation.

COMPOSITION: (Tab dividers) Since no specific typefaces will be specified, the successful bidder must provide the ordering agencies with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the each agency can indicate a specific typeface from the contractor listing.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to: **U.S. Government Printing Office, Regional Printing Procurement Office, Denver Federal Center, Bldg. 53, Room D-1010, Denver, Colorado 80225-0347, Attn: Inspection Samples.**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. These copies will be paid for at the running rate quoted in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to location(s) in the Denver, Colorado area.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the **GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and so on; date delivery made; and signature of the Government agent accepting delivery.**

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order document.

The furnished material must be picked up from and delivered to the address on the print order.

No arrangements will be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

The government may bring the print order and material to the contractor's plant and remain on-site to observe the order during production. The contractor is to provide full plant access to the inspector(s) for them to fulfill their duties. The materials not actively involved in production must be kept in a safe place and protected against loss or disclosure.

The schedule begins immediately upon phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup or arrival of material is possible. Most orders placed will require complete production and distribution within 12 to 24 hours. Many orders may have schedules exceeding 24 hours due to their extreme magnitude.

NOTE: For the purposes of this agreement, a normal workday will consist of 24 consecutive hours and the normal workweek will **include** Saturday and Sunday. Further note that holidays are **NOT** to be excluded from being a normal workday.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

REFERENCES: Contractors choosing to submit prices are encouraged to also provide a list of references to which they have provided the same or similar services as required by these specifications.

FIRM OR INDIVIDUALS NAME

POINT OF CONTACT

PHONE NUMBER

SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices bid by each bidder in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work that may be ordered during the term of this contract.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 15 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the "**DETERMINATION OF AWARD**", the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	(a)	10,000	III.	(a)	4,000
	(b)	8,000		(b)	500
	(c)	4,000		(c)	1,000
	(d)	4,000		(d)	200
	(e)	4,000		(e)	100
	(f)	500		(f)	100
	(g)	200		(g)	400
	(h)	300		(h)	100
	(i)	100		(i)	1,000
	(j)	3,000		(j)	500
	(k)	2,000		(k)	10,000
	(l) (1)	5,000		(l)	500
	(2)	2,000		(m)	100
	(3)	3,000		(n)	300
	(4)	1,000		(o)	20
	(m) (1)	10,000		(p)	100
	(2)	10,000		(q)	500
				(r)	300
II.	(a)	16,000		(s)	1,000
	(b)	1,000		(t)	500
	(c)	3,000			
	(d)	100			
	(e)	200			
	(f)	100			
	(g)	200			
	(h)	20			

The term of this contract is for one year and up to four option years.

SECTION 4. - SCHEDULE OF PRICES

Bids are f.o.b. destination.

Bids for each item listed in its respective format group, as defined in "**SECTION 2 – SPECIFICATIONS**", must include the cost of all required materials and operations in accordance with these specifications.

The bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Bids submitted with "**NB**" (No Quote), "**NA**" (Not Applicable), or blank spaces for an item may be declared nonresponsive

An entry of "**NC**" (No Charge) shall be entered if the bidder intends to furnish individual items at no charge to the Government.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

The Contracting Officer reserves the right to reject any bid that contains prices for individual items of production (whether or not such items are included in the "**DETERMINATION OF AWARD**") that are inconsistent or unrealistic in regard to other prices in the same bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of will be prorated.

- I. **COMPLETE PRODUCT (except Items II & III):** Prices quoted shall include the cost of all required materials and operations except those covered in Items II & III necessary for the complete production and distribution of the product listed in accordance with these specifications. A charge will be allowed for each "**page unit**" for items I. (a - e), (j), & (k). The number of units will be determined by dividing its page/trim size (expressed in square inches) by 606.5 square cm (94 square inches), with any fractional remainder being counted as a whole.

**Running Per
100 Copies**

BLACK IMAGE ONLY: 216 x 279 mm (8½ x 11") up to and including
432 x 279 mm (17 x 11")

- (a) **AUTOFEED MATERIALS:** per page unit..... \$ _____
- (b) **LIGHT INTERVENTION:** per page unit..... \$ _____
- (c) **MEDIUM INTERVENTION:** per page unit..... \$ _____
- (d) **HEAVY INTERVENTION:** per page unit..... \$ _____
- (e) **GLASS PLACEMENT:**..... per page unit..... \$ _____
- COLOR COPYING:**
- (f) Color copying 216 x 279 mm (8½ x 11")..... per leaf copied **one side only**... \$ _____
- (g) Color copying 216 x 279 mm (8½ x 11")..... per leaf copied **face and back**.. \$ _____
- (h) Color copying 432 x 279 mm (17 x 11")..... per leaf copied **one side only**... \$ _____
- (i) Color copying 432 x 279 mm (17 x 11")..... per leaf copied **face and back**.. \$ _____
- (j) Black & White Transparencies (includes all materials required).
per page size unit..... \$ _____
- (k) Color Transparencies (includes all materials required).
per page size unit..... \$ _____
- (l) Die cut Tab Dividers (includes composition, die-cutting, **paper**, collating,
and inserting):
1. Leaves duplicated/copied face only (Xerox 5090 or 5390 or equal)..... \$ _____
 2. Leaves duplicated/copied face and back (Xerox 5090 or 5390 or equal)..... \$ _____
 3. Custom Tabs Print Face only (body and/or tab)..... \$ _____
 4. Custom Tab Print Face and Back (body and/or tab)..... \$ _____
- (m) Oversized items: (**INCLUDES cost of paper**).
1. Black image only. Over 432 x 279 mm (17 x 11") up to
914 x 2 732 mm (36 x 108") Per square foot \$ _____
 2. Color copy or equal. Over 432 x 279 mm (17 x 11") up to
914 x 2 732 mm (36 x 108") Per square foot ... \$ _____

(Initials)

- II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage **must** be included in the prices bid.

Computation of the net number of leaves will be based on the following:

Page size will be determined by dividing its trim size by 606.5 square cm (94 square inches), with any fractional remainder being counted as a whole.

Per 100 leaves

- (a) White Offset Book, 75 g/m² (50 lb.), White Bond, 75 g/m² (20 lb.), or White Plain Copier, Xerographic 75 – 90 g/m² (20 - 24 lb.)..... \$ _____
- (b) White Writing, 75 g/m² (20-lb.)..... \$ _____
- (c) Colored Writing, 75 g/m² (20-lb.)..... \$ _____
- (d) White Vellum-Finish Cover 175 g/m² (65 lb.)..... \$ _____
- (e) Colored Vellum-Finish Cover 175 g/m² (65 lb.)..... \$ _____
- (f) White Index, 165 - 200 g/m² (90 - 110 lb.)..... \$ _____
- (g) Colored Index, 165 - 200 g/m² (90 - 110 lb.)..... \$ _____
- (h) Clear mylar or acetate, .10 mil thickness..... \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Stitching/stapling with one or two stitches.....per book..... \$ _____
- (b) Binding, plastic coil.....per book..... \$ _____
- (c) Binding, ACCO.....per book..... \$ _____
- (d) Binding, wire.....per book..... \$ _____
- (e) Binding, plastic comb binding.....per book..... \$ _____
- (f) Binding, tape..... per book..... \$ _____
- (g) Binding, velo..... per book..... \$ _____
- (h) Folding (continuous folds)..... per 100 folds..... \$ _____
- (i) Lamination (up to and including 432 x 279 mm) (17 x 11")
per square foot..... \$ _____
- (j) Oversized lamination (over 432 x 279 mm (17 x 11") including up to 36" wide
by unlimited length)..... per square foot..... \$ _____
- (k) Hand collating..... per leaf..... \$ _____
- (l) Stuffing and sealing envelopes.....per each..... \$ _____

(Initials)

- (m) Padding: Pad 100 sheets per pad with backboards..... per pad..... \$ _____
- (n) Pressure Sensitive Labels, 216 x 279 mm (8½ x 11")
copied one side per sheet..... \$ _____
- (o) Scoring/Perforating..... running rate/100 forms. \$ _____
A running charge will be allowed for up to three lines each direction where perforation or scored lines are required.
- (p) Drilling (each run).....per 100 sheets..... \$ _____
NOTE: A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 35 mm (1-3/8"). Three holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness or cover stock will be counted as three leaves; each ply of a foldin will be counted as a single leaf.
- (q) Bates Labeling/numbering per 100 \$ _____
- (r) Video replication...(includes all materials)..... per video tape..... \$ _____
- (s) Scanning black image only documents to CD-ROM..... **per page unit**..... \$ _____
- (t) Scanning color image only documents to CD-ROM.....**per page unit**..... \$ _____

Note: Due to the extensive requirements of litigation services all contractors are requested to submit copies of price lists of additional services furnished **(in addition to the prices above)**. These price lists and/or other prices submitted will be used as a guide to establish prices to be paid for additional services not included or anticipated in this solicitation.

(Initials)

NOTICE: Bidders **OUTSIDE** the assumed production area as specified on page one of these specifications should complete the following information.

1. Proposed carrier for pickup of Gov't Furn. Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed Product to delivery at destination..... _____

BIDDER'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "**SECTION 4 - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter bid prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on the GPO Form 910.

Bidder _____ Contractor's Code _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number)

e-mail address

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.